The following are **two** motions from the UFOC for consideration by the UFC at the meeting on 1/29/20.

**Motion 1: Revise Faculty Handbook language to reflect that the UFOC will initiate the placement of student representatives on committees.**

**Rationale:**

Note: The following language was sent to the UFOC by John Morello and has been minimally edited in our presentation of this motion. The goals of these handbook changes are to clarify the process for appointing student members, make the procedures consistent, and memorialize them so that questions arising in future years are directly addressed in appropriate provisions of the *Faculty Handbook*.

There has been some confusion in the past about who appoints students to various committees. While the *Faculty Handboo*k used to have a clear statement on this, the process and language has changed. In order to avoid confusion in the future, changes to the *Faculty Handbook* are needed regarding student appointments to standing committees. A suggestion is below (new parts are in red).

**Changes:**

**2.5.1 Appointment of Members to Standing Committees**Appointed faculty members of all standing committees serve staggered three-year terms beginning the fall after appointment and are not eligible for reappointment to the same committee for two academic years following a term of service. All appointments of faculty to University standing committees are coordinated by the University Faculty Organization Committee following the criteria for committee membership stated in section 2.6 of this *Handbook*and its subsections. The process of coordination should ensure that the requirements for staggered terms are met, as described above.

2.5.1.1  The *at-large members*of standing committees, unless elected (see §2.5.2), are appointed by the University Faculty Organization Committee on or before its regularly scheduled meeting in April of each year. The appointed *members representing each college*shall be selected by procedures determined by the governing bodies of the respective colleges and according to a schedule provided in advance by the UFOC.

2.5.1.2  In making its appointments for at-large positions, the UFOC annually polls members of the faculty of each college to ascertain their preferences for possible appointment to standing committees. In addition to these expressed preferences and the membership requirements specified in section 2.6, the UFOC considers: balance among committee members of discipline, rank, gender, and length of service; time since previous committee service; current service on other committees; and any expertise or experience of the potential appointee that can serve the committee in carrying out its charge. All at-large appointments to the committees are announced to the faculty by the chair of the UFOC prior to the final day of classes in the Spring semester.

2.5.1.3  Students serve as nonvoting members of the Academic Affairs Committee. They are appointed by the UFOC on the recommendation of the President of the Student Government Association.

We also need to address who appoints student members to advisory committees. Currently, some are appointed by the President, one by the SGA, and one by the BLS Director. Here's another suggestion (changes in red; 2.7.8 is a fully new section).

**2.7.2  Faculty Appointments to Faculty Advisory Committees**Except as otherwise indicated in section 2.8, faculty members of these committees are appointed by the University Faculty Organization Committee from the faculty at-large with the condition that they represent a balanced range of disciplines and are active in the program or work of the committee.

**2.7.8  Student Appointments to Faculty Advisory Committees**Student members are appointed to several Advisory Committees, with the number to be appointed specified in the statements of committee membership as found in §2.8 (below). These students are nonvoting members who are appointed by the UFOC on the recommendation of the President of the Student Government Association with one exception. The student representative on the BLS Committee is appointed by the UFOC on the recommendation of the Director of the BLS Program.

**Motion 2: Shorten time limits for elections when they are used to fill positions on ad hoc committees.**

**Rationale:**

After initiating several elections to fill positions on *ad hoc* committees, the UFOC sees a benefit to shorten the timeline for these kinds of elections. This would enable UFOC and/or the UFC to support more rapid naming of faculty members to ad-hoc groups. The UFOC suggests that for these kinds of nominations (**not** existing, standing/elected university-wide committees) that two business days for nominations and three business days for elections would be appropriate. This could enable ad hoc committee with faculty representation to begin work within one week, and often these groups have charges that necessitate an immediate start. All other standing committees will continue to have a five business day nomination call and a five business day election period.

**Changes:**

2.4.4 University *Ad Hoc* Committees   *Ad hoc* committees of faculty are formed for specific purposes to deal with matters that do not fall under the purview of any standing committees or other advisory and special interest committees. The authority and responsibilities of *ad hoc* committees are defined by the action or ruling that established them. Such committees expire upon the fulfillment of their charge and may in no case continue beyond the second full academic year unless, by vote of the University Faculty Council, their charges are extended.

2.4.4.1 Formation of University *Ad Hoc* Committees  *Ad hoc* committees may be formed in one of two ways: (1) the UFC Chair rules that a duly-made and seconded motion in a University Faculty Council meeting must be referred to an *ad hoc* committee, because the subject matter of the motion does not come under the purview of any standing committee or other University advisory and special interest committee, or (2) the University Faculty Council passes a motion that includes the formation of an *ad hoc* committee in order to address a matter that does not fall under the purview of any standing committee or faculty advisory committee. A charge describing the membership, duties, and duration of an *ad hoc* committee must be determined by the UFC, or by the UFOC and communicated in writing to the UFC, before any new *ad hoc* committee conducts its first meeting. All University *ad hoc* committees report to the University Faculty Council, and the motion or ruling establishing a given *ad hoc*committee may also call for reporting to the President, the Provost, or another administrative officer of the University. The establishing motion or ruling may also specify the type of membership for the committee and the method of choosing its members. If the motion does not so specify, the University Faculty Council appoints committee members. If an election process is employed to form an *ad hoc* committee, the existing time limits for these elections may be shortened to two business days for nominations and three business days from the time the faculty receive the ballots until the election ends. The chair of an *ad hoc* committee must be a faculty member and be elected by the committee’s members. Minutes of *ad hoc* committees are taken by the committee secretary, who may be elected by the committee members or appointed by the committee chair. All current and future *ad hoc* committees’ charges, membership, officers, and terms must be reported to the UFC by using the *Ad Hoc* Committee form (see Appendix L) for posting on the University Faculty Governance website.